



# ICG SUBMISSION FORM

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Name \_\_\_\_\_

Phone \_\_\_\_\_ Cust.# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST. \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_

**Please select a return shipping carrier:**

FedEx

USPS Priority

Registered (See Reverse)

Other \_\_\_\_\_  
(Customer Provided Account Information)

#	Qty.	Date	Mint	Denom.	Country (If not US)	Insured Value (Required)	Attribution/Variety/KM#/Min. (If any)	May Conserve	Photo (Fee Applies)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
<b>Total Coin Count</b>					<b>Total Insured Value</b>	<b>Total Number Of Coins For Conserva. on/Photo</b>			

Tier of Service	Fee	Insured Value
<input type="checkbox"/> 1 Day	\$90	No Maximum
<input type="checkbox"/> 2 Day	\$50	up to \$10,000
<input type="checkbox"/> 5 Day	\$25	up to \$7,500
<input type="checkbox"/> 10 Day	\$20	up to \$5,000
<input type="checkbox"/> Economy (U.S. Coins Only)	\$15	up to \$500
<input type="checkbox"/> Modern (U.S. or Foreign Coins Dated 1965 - Current)	\$12	up to \$2,000
<input type="checkbox"/> Foreign / Token / Medal (All non-U.S. Coins)	\$20	No Maximum
<input type="checkbox"/> Educational Counterfeit	\$20	No Maximum
<input type="checkbox"/> Reholder	\$5	No Maximum
<input type="checkbox"/> Quality Control	N/A	No Maximum
<input type="checkbox"/> Other (Approval Code _____)	\$ _____	No Maximum

**Payment Calculations**

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

# of Coins      Fee per coin

\_\_\_\_\_ x \$10 = \_\_\_\_\_

# of Coins      Photo Fee

\_\_\_\_\_ x \$10 = \_\_\_\_\_

# of Coins      Attribution Fee\*

\_\_\_\_\_ x \$10 = \_\_\_\_\_

# of Coins      Conservation Fee

Return Shipping Fee = \_\_\_\_\_

(See chart on reverse)      **TOTAL** = \_\_\_\_\_

**Method of Payment**

Visa       Mastercard       Check # \_\_\_\_\_

Discover       American Exp.       Other \_\_\_\_\_

\_\_\_\_\_

CC# \_\_\_\_\_ Exp. \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I Acknowledge that I have read and agree to the ICG terms and procedures found on the reverse of this form. Order will not be processed without a signature. For conservation acknowledgement, please initial on reverse.

\*Only required on coins with varieties or errors not listed in The Red Book

Submission Form Instructions:

1. Fill in all customer information completely. You may leave the customer number blank if you do not know it, or have never submitted coins to ICG before.
2. Select your preferred return shipping carrier. All options will be covered by private insurance held by ICG until delivered. Registered Mail will have an additional fee of \$15 per package.
3. List all coins to be submitted. Please combine line items when possible. Foreign coins should be listed in alphabetical order by country name. Coins being submitted for crossover must have a minimum grade listed in the far right column for the order to be processed. If you have no minimum please list "1". Insured value is required as that is what we will insure your coin(s) for while in our possession as well as during return shipment.
4. Select the tier of service you wish to use. This will determine turn-around times, and while ICG will do everything possible to return your coins within the selected time frame, turnaround times are not guaranteed for tiers below "5 Day". Foreign coins must be submitted on the "Foreign" tier, unless otherwise approved by an ICG representative.
5. Fill out the Payment Calculations completely and select a form of payment. Please remember to sign and date your order to prevent delays.

If you have any questions, please give us a call and we will walk you through the form.

Return Shipping & Handling								
Total Coins	1-10	11-20	21-30	31-40	41-50	51-75	76-100	101+
Fee	\$25	\$30	\$35	\$40	\$45	\$55	\$65	Call
Registered Mail	Additional \$15							
Internal (USPS Only)	\$50	\$65		\$75		Call		

ICG Terms & Conditions

1. ICG reserves the right to refuse to grade coins which ICG, at its sole discretion, decides not to encapsulate in its holders due to previous damage, questionable toning or altered surfaces to such coins, or due to negative eye appeal, as determined by ICG.
2. ICG will credit the account of any Customer whose coins ICG decides not to encapsulate, with a deduction for administration and processing by ICG at ICG's option with the exception of coins ICG determines to be of questionable authenticity or with active corrosion or contamination. For such coins you will be charged the full grading fee. At its sole discretion and at any time, ICG may decide to encapsulate any coins that ICG decided not to encapsulate at the time of submission by Customer.
3. Coins submitted to ICG will be graded within a commercially reasonable time-period. ICG assumes no liability of any kind whatsoever to Customer for any incidental or consequential damages due to ICG's delay in grading any coins, or due to any other action or inaction of ICG. Turnaround times may not be guaranteed.
4. Any coins damaged or lost while in the possession of ICG may result in compensation to Customer in accordance with ICG's standard practices, which compensation need not be based upon the stated value on the ICG Submission Form submitted by Customer.
5. ICG shall assume no liability of any kind whatsoever for damage to any coins due to the failure of an ICG holder or due to damage which occurs while any coins are not in ICG's control or possession.
6. In the event that coins submitted to ICG must be removed from their holders for re-grade or crossover services, ICG shall assume no liability of any kind whatsoever for removal of coins from their holders and the re-encapsulations of such coins.
7. All coins sent to Customer by ICG must be inspected by Customer when received. Any damage discovered by Customer must be reported to ICG within five days of the Customer's receipt of such coins.
8. The grading of coins is an exercise of professional judgment and opinion, which can be subjective and may change from time to time. As a result, ICG shall assume no liability of any kind whatsoever and makes no warranties or representations to Customer for any grade assigned by ICG to any coins.
9. ICG shall assume no liability of any kind whatsoever to Customer for any personal injury or damage to any coin, or otherwise, which occurs as a result of breaking open an ICG holder.
10. Except as expressly set forth herein, ICG disclaims any and all warranties, express or implied, regarding ICG's grading service and all activities of ICG related thereto.
11. ICG will always try to return any non-Mint holders and tags that are submitted with your coins; however, ICG is not responsible for them in the event they are lost or damaged.
12. The parties understand and agree that these Terms and Procedures confer no rights, duties or obligation to third parties, but only to the parties hereto, and that neither party hereto intends to confer any third-party beneficiary or other such rights to anyone not a party to this agreement. Notwithstanding anything contained herein, the parties agree that if and to the extent ICG is liable to Customer for damages, such damage is limited to and will not exceed the total value of compensation paid to ICG by customer on any particular coin or coins.

ICG Conservation Acknowledgement

I have requested ICG to provide conservation services for certain coins submitted to them for that purpose. I understand that this service is intended to offer cleaning of the submitted coins. I further understand and agree that the decision as to whether the coins will benefit from cleaning is solely within the discretion of ICG; the cleaning process may have the effect of modifying the coin condition and/or value; and that I agree that neither ICG, nor any of its employees, owners, or agents shall be liable for any damages that may result from the conservation process. \_\_\_\_\_ (Please Initial to Agree)

ICG Guarantee

ICG guarantees that all coins submitted to its grading service will be handled with the highest standards of professionalism and integrity. In addition, all U.S. and Foreign coins graded and encapsulated by ICG are guaranteed to be genuine, unless they are encapsulated in the ICG Educational Slab. Any Customer may resubmit any coin for review of the grade assigned by ICG if such Customer believes that such coin has been over-graded by ICG. If the coin submitted for review by the Customer receives a lower grade under ICG's internal review practices than the grade originally assigned, ICG shall, at ICG's option, either (a) replace the coin, or (b) pay any difference between the current fair market value of such coin at the newly established grade and the current market value of the grade originally assigned to such coin. The fair market value shall be determined solely by ICG. From time to time, ICG will receive certain Pedigree Coins, Important Rarities, large quantities of coins, bulk submissions, or coins where the identity of the owner has been well publicized or well known throughout the numismatic community. Although ICG may be able to assume the identity of such owners, ICG reserves the right to grade such coins under ICG's standard practices. This ICG Guarantee shall not apply to: (a) any clerical error with respect to the description or grade of the coin; (b) any coins subjected to improper storage conditions (such as extreme temperature or extreme conditions etc.); (c) any coins exhibiting environmental deterioration subsequent to certification; that is, after ICG has graded and encapsulated a coin. This deterioration may include, but is not limited to, spotting, hazing, PVC contamination, changes in color, and corrosion; (d) any copper coins because the color and surfaces can change due to environmental factors, including weather and improper storage; ICG does not guarantee against changes in the color of copper coins, or against copper spotting subsequent to grading and encapsulation by ICG; (e) any coins not encapsulated by ICG.

ICG cannot guarantee the liquidity of any coin graded by ICG. ICG certification of a particular coin cannot provide protection from the risks inherent in any market for such coins, if such a market exists.

Please visit [www.icgcoin.com/about/guarantee/](http://www.icgcoin.com/about/guarantee/) for additional information.

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